

CLASS TITLE: Administrative Assistant II (Personnel Officer)

SALARY: \$4164 - \$5315

TIME BASE: Full-Time

FINAL FILING DATE: January 7, 2005

This position is exempt from State civil service and excluded from collective bargaining.

DUTIES:

Under the general direction of the Chief of Staff, the incumbent is responsible for a variety of personnel work including consulting with management and program staff on salary, classification, and disciplinary issues; consulting management on policies, standards, rules and procedures relative to personnel, and evaluating their effectiveness; reviewing and resolving EEO issues; managing workers' compensation claims and return-to-work issues; processing documentation for payroll, benefits, appointments, separations, promotions, reinstatements, adverse actions, accounts receivables, Family Medical Leave Act/California Family Rights Act; Non-Industrial Disability Insurance, and Workers' Compensation; working directly with control agencies to resolve employment history and payroll questions or discrepancies; reconciling attendance; and maintaining personnel files and other personnel records.

DESIRABLE QUALIFICATIONS:

- * Ability to read, understand, analyze, interpret, explain, and apply the provisions of state and federal regulations relative to personnel policies, standards, rules and procedures.
- * Ability to analyze statistical data, develop conclusions, present findings in clear and concise written and verbal form to appropriate management/staff.
- * Ability to effectively utilize electronic data equipment to prepare reports and communicate with departmental staff.
- * Ability to effectively establish and sustain satisfactory working relationships with individuals both inside and outside state government.
- * Ability to analyze situations and take appropriate action to maintain the confidence and cooperation of persons contacted during the course of the work.
- * Knowledge of State Controller's Office personnel and payroll systems.
- * Strong organizational skills, detail-oriented, and able to handle multiple tasks within short timeframes.
- * Excellent attendance, dependability, grammar/punctuation, and inter-personal skills.
- * Background in Personnel Transactions work.

WHO MAY APPLY:

Persons currently in the civil service classification of Associate Personnel Analyst. Staff Services Analysts currently working in a Classification and Pay assignment will be considered. Persons outside of State service with experience in the field of human resources analysis, benefits and payroll. Applications will be screened and the most qualified candidates will also have experience in personnel/payroll transactions work.

SUBMIT APPLICATIONS/RESUMES TO: (Resumes will be accepted via email.)

Lynn Montgomery, Chief of Staff
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